

any specific forms I need to fill out or any other information you require from me.

I appreciate the services provided by [Insurance Company Name] during the duration of my policy.

Please ensure that any remaining premiums owed are prorated and adjusted accordingly. I also request a refund of any applicable premiums that may have been paid in advance beyond the cancellation date.

You can reach me at [Your Phone Number] or [Your Email Address] to discuss any further details or requirements for processing the cancellation.

Thank you for your prompt attention to this matter. I look forward to receiving confirmation of the cancellation and any further instructions from your team.

Sincerely,

[Your Signature]

[Your Printed Name]

[Enclosures: Any required forms, supporting documents, or communication related to the cancellation process]